CRDC SY 2011-12
Webinar Presentation

Pre-Collection Tools
PDFs
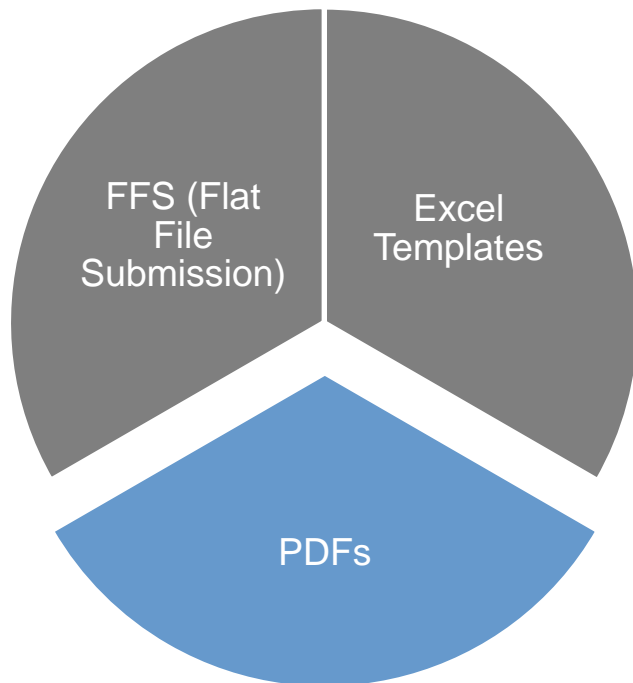
May 2012

Topic
Agenda
Introduction
Who Should Use the PDFs Pre-Collection Tool?
What is the PDFs Pre-collection Tool?
Pros and Cons of PDFs Pre-Collection Tool
How Do I Obtain the PDFs Pre-Collection Tool?
Using Pre-Collection Tools in Combination
Other Pre-Collection Tool Webinars
CRDC Support

Pre-collection Tools

Three pre-collection tools have been created to help with the collection of CRDC 2011-12 data:

- **PDF** – Geared toward districts with a single school. A four-part printable document containing all survey questions (data groups).

- **Excel Templates** – Geared toward districts with 2-10 schools. Four separate Excel files, one for each CRDC Form, containing all survey questions (data groups) for that form.

- **FFS (Flat File Submission)** – Geared toward districts with a large number of schools and the ability to extract data from their district data systems. District uses the provided flat file specifications to create their own data files.

This Webinar focuses only on the PDF pre-collection tool.

Introduction

- Pre-collection tools are designed to provide a way for LEAs to capture current school year data before the new school year begins, to avoid the risk of losing the current school year data.

- The survey is based on SY 2011-12. In order to have all the required data available in September 2012 (after the school year closes) when the survey opens for data entry, you may want to collect the detailed data needed for CRDC 2011 before the school year ends and store the data in the pre-collection tools.

Who Should Use the PDFs Pre-Collection Tool?

- The PDFs Pre-Collection Tool is intended for:

  - very small school districts (e.g. only one school)

  - distribution to district staff other than the person responsible for data entry who may have better / more direct access to the required data

What is the PDF Pre-Collection Tool?

- Four printable PDF documents (one document per CRDC form) containing all survey questions (data groups):
  - Part 1 LEA Form – 3 pages, 7 questions / data groups
  - Part 1 School Form - 15 pages, 23 questions / data groups
  - Part 2 LEA Form – 3 pages, 3 questions / data groups
  - Part 2 School Form – 38 pages, 21 questions / data groups

- Users manually write their CRDC data on the printed forms.

- Once the survey opens, users manually enter the data written on the forms into the online collection tool.

- **Note:** The PDFs Pre-collection Tool is different than the Table Layouts document (found at www.crdc2011.org). The Table Layouts document is a consolidated version that shows one example table per data group. It does not show all the individual tables that would be required for data capture.

Part 1 LEA Form

CRDC SY 2011-12 PART I LEA FORM

LEA Name:

LEA ID:

Submission Status:

PDF generation date/time:

This is Part 1 of the SY 2011-12 CRDC. All survey items cover school year 2011-12

LEA-0001: LEA Level Counts of Schools and Students

Enter the counts as listed. Row 1 is a count of schools; rows 2, 3, and 4 are counts of students.

•Row 1 is a count of the public schools under the governance of the LEA, including all facilities where students attend. Include charter schools that are under the governance of the LEA.

•Row 2 is the total public school membership of the LEA. See Total public school membership of the LEA in the definitions.

•Row 3 includes all students from Row 2 except those in non-LEA facilities.

•For the student counts in Row 2 and Row 3, use a count on a single day between September 27 and December 31, inclusive.

•Row 4 includes all students awaiting evaluation, whether they attend LEA facilities or non-LEA facilities, i.e. all students from Row 2 who are awaiting initial evaluation.

•For the student count in Row 4 use a count on your child count date.

•Row 4 should not exceed either Row 2 or Row 3.

Total number of public schools in the LEA	
Total public school membership of this LEA (include students served in non-LEA facilities)	
Total number of students served in the LEA's schools (do not include students served in non-LEA facilities)	
The number of students who are awaiting initial evaluation for special education programs and related services under the Individuals with Disabilities Education Act (IDEA)	

Comments:

Pros

- Does not require any technical expertise to use the tool.

- Can be used as a primary collection tool to capture CRDC data for districts with only one school.

- Can be used as a supplemental collection tool to capture CRDC data for individual schools within a district for which data is not maintained in the district IT system(s) or from which staff do not have computer access.

Cons

- Data written on the printed PDF forms must be manually entered into the survey when the web-based survey tool opens in September.

- Does not have automatic "skip logic" to inform the user which tables they do not need to complete based upon their responses to other questions. Users must read the Table Layouts document for this information.

How Do I Obtain the PDFs Pre-Collection Tool?

- The PDFs are available for download from the CRDC website: www.crdc2011.org

- Click the Pre-Collection tab on the toolbar at the top of the screen.

- Locate the PDF files on the list of downloadable documents.

- Save the PDF files to an easy-to-remember place on your computer (e.g., on your desktop).

Using Pre-Collection Tools in Combination

You can use any combination of pre-collection tools in any configuration desired to collect your data.

Example 1: Smaller school district using the Excel and PDF Tools to collect data from individual schools

ABC school district includes 7 schools, including 2 high schools. Most of the data is stored in a centralized district data system. However, some of the interscholastic athletics data is only available at the high schools.

Therefore, the CRDC coordinator might use the Excel template to populate the majority of the data through the centralized district data system.

In order to gather the data housed only at high schools, the CRDC coordinator may send the Part 2 school PDF form to the high schools to have them complete the interscholastic athletics sections.

Example 2: Larger school district using the FFS and Excel Tools

DEF school district has 27 schools, including 3 alternative schools. Data on alternative schools is maintained by a separate department within the LEA.

Therefore, the CRDC coordinator might use the FFS tool to collect the majority of CRDC data. The CRDC coordinator may send the Excel templates to the department in charge of alternative schools to have them fill in the missing data.

Other Pre-Collection Tool Webinars

- Other available CRDC SY 2011-12 Pre-collection Tools Webinars:

    - Introduction to CRDC & How to Collect Your Data

    - Changes for SY 2011-12 CRDC and How to Collect Your Data

    - Pre-collection Tools – Excel Templates

    - Pre-collection Tools – Flat File Submission (FFS)

CRDC Support

To access additional information regarding the CRDC:

Check the FAQs

This document is updated regularly and aims to answer all general questions. The FAQ document can be accessed by clicking the FAQs / Additional Resources tab on the toolbar at the top of the CRDC website http://crdc2011.org.

Contact the Partner Support Center (PSC)

If you have any questions not addressed by the FAQs, or feedback regarding the survey process, please contact the PSC:

- Web form   http://www.crdc2011.org/LEA/help.aspx

- Telephone*   1-855-320-6459

- Fax   1-888-FAX-EDEN (1-888-329-3336)

- TTY/TDD   1-888-403-3336 (888-403-EDEN)

* 8am - 6pm ET